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No. C-646

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page No.

Agency

St. Mary's County

Division

Office on Aging - RSVP/Volunteerism

| Item No. | Description | Retention |
|-------------|--|---|
| 1. | Administrative Files | |
| | Printed materialscounty policies, conference information, correspondence, telephone log, an other material related to the functioning of toffice. | d or until administrative |
| 2. | Administrative - Budget | |
| | Internal files relating to office fiscal active These files are primarily the project director backup and reference files with record/official copies kept by Office on Aging's fiscal office and the County's fiscal office. | 's year prior in office, then destroy. |
| 3. | Hour Sheets-Monthly Reports | |
| 4. | Monthly report forms for each station listing volunteer and hours worked during month. Information is summarized monthly and quarterl . Transportation Reports | audits completed. Retain |
| | Monthly file for transportation information. Contains copies of Transportation Division's Drivers records which are used to identify RSV volunteers using Office on Aging transportatio travel to stations. Cost reimbursement to Cou is figured on these records. Quarterly folder contain reports and reimbursement forms. | n to and 1 year prior, then trans nty to County Records Center & |
| 5. | Meal Budget Reports | |
| | Monthly folders containing worksheets and quar folders with copies of reports, authorization payment forms and signed meal sheet requests feach volunteer eligible for meals under grant. | of annual audits completed. or Retain in office current yea |
| | | |

Schedule approved by Department, Agency, or Division Representative

Date

Schedule authorized by

No. C-646
Page
No. 242

| Item | | |
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| No. | Description | Retention |
| 6. | Active Volunteer Files | , |
| | Folders for each of the active volunteers containing registration form and copies of assignments. Files are reviewed quarterly and inactive volunteers are transferred to Inactive File. | Retain in office. Transfer to Inactive files when appropriate (see item 7). |
| 7. | Inactive/Dropped Volunteer Files | |
| | Files for inactive and dropped volunteers containing original registration form. Inactive volunteers are those who temporarily cannot participate in the program; dropped volunteers are those who will not return to the program (moved, deceased). | Retain Inactive until droppe Transfer Dropped files to County Records Center and Archives after annual report completed, to be held 3 year thereafter destroy. |
| 8. | Station Folders - Active | |
| | Files for each station (agencies and organizations utilizing RSVP volunteers) containing memorandum of understanding (signed contract between station and area agency stating policies on meals, transportation and supervision), annual updates of memorandum, copies of job descriptions, and lists of volunteers. | Retain in office. Transfer in inactive file when appropriate (see item 9). |
| 9. | Station Folders - Inactive | |
| | Files for stations currently without volunteers but retaining an interest in using volunteers and files for stations that have been dropped. Files contain memorandums of understanding and copies of job descriptions. | Retain Inactive in office until dropped. Transfer Dropped files to County Records Center and Archives after annual report complete to be held 3 years and thereafter destroy. |
| 10. | Job Descriptions | |
| | Folders containing copies of job descriptions by station. These are copies of the descriptions housed in the stations folders. | Retain until superceded, then destroy. |
| 11. | Forms | |
| | Blank forms for monthly reportstransportation, meals, master job description file. | Retain until superceded. then destroy. |
| 12. | Reference Materials | |
| | ACTION manuals, workshop notes, and other printed materials related to the office. | Retain until superceded. Destroy outdated materials. |

C646 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE / OF 12 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging RSVP/Volunteerism DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Administrative Files 1988 **TO** 1989 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Printed materials --county policies, conference information, correspondence, telephone log and other materials related to the functioning of the office. 7. RECORD SERIES FORMAT(S) 9. VOLUME 8. RECORD SERIES SEQUENCE XM FILE DRAWER(S) □ LETTER SIZE □ MICROFILM MX ALPHABET I CAL □ MICROFILM REEL(S) XX LEGAL SIZE D COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK DFLOPPY DISK CHRONOLOGICAL AUDIO TAPE | VIDEO TAPE ☐ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) MXFILE DRAWER(S) •5 D MICROFILM REEL(S) NUMBER [COMPUTER TAPE(S) OTHER(SPECIEY) 12. FILE BECOMES INACTIVE AFTER FILE IS USED □ WEEKLY DAILY XX MONTHLY NUMBER 盘 MONTH(S) TEAR(S) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) (IF YES, SPECIFY AGENCY OR OFFICE) Garvey Center - RSVP office O YES DE NO 15. ACCESS RESTRICTIONS O YES **₹**x NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) X NONE STATE FEDERAL INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE Retain in office 1 year or until TYES XE NO administrative use is completed, then destroy.

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

Jan Blodgett/County Archivist

NAME AND TITLE OF PREPARER

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 278 PAGE 2 OF 12 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT RSVP/Volunteerism St. Mary's County Office on Aging DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR <u>1988</u> **TO** <u>1989</u> Administrative - Budget 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Internal files relating to office fiscal activities. These forms are primarily the project director's backup and reference files with official files kept by the Office on Aging's fiscal office and the County's fiscal office. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XM FILE DRAWER(S) □ LETTER SIZE □ MICROFILM ☐ ALPHABETICAL ☐ MICROFILM REEL(S) EXLEGAL SIZE COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) EXCHRONOLOGICAL BOUND BOOK DIFLOPPY DISK AUDIO TAPE O VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) OTHER(SPECIFY) XX FILE DRAWER(S) □ MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) OTHER(SPECIEY) 12. FILE BECOMES INACTIVE AFTER FILE IS USED DAILY D MONTH(S) XX YEAR(S) O WEEKLY XX MONTHLY NUMBER : 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Garvey Center- RSVP office * YES D NO County Finance Office 15. ACCESS RESTRICTIONS □ YES ₽_XNO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) XNONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) Retain current year and 1 year prior in □ YES \$\ NO office, then destroy.

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/22/89

19. NAME AND TITLE OF PREPARER

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| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEFARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BO JESSUP, MART | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTURY PAGE 4 OF 12 |
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| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Jan Blodgett/County Archivist | (301) 475-7844 | | 8/22/89 |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE | DEFARTMENT OF GI RECORDS MANAGED 7278 WATEI P.O. EX | MENT DIVISION RLOO ROAD OX 275 | AGENCY RECORDS INVENTURY PAGE 5 OF 12 |
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8/22/89

| SEPARATE FORM FOR EACH NEW OR RECORDS MANAGE | | THERAL SERVICES | AGENCY RECORDS INVENTORY | |
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| REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1) | 7275 WATER P.O. EX JESSUP, MARY | X 275 | PAGE <u>6</u> OF <u>12</u> | |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
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| AUDIO TAPE O VIDEO TAPE | □ GEOGRAPHIC | :AL | 10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) | |
| OTHER (SPECIFY) | OTHER(SPEC | IFY) | | |
| | | | 6" " MICROFILM REEL(S) NUMBER " COMPUTER TAPE(S) OTHER(SPECIFY) | |
| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER | |
| SAPAILY D WEEKLY | □ MONTHLY | 5 | MONTH(S) XX YEAR(S) | |
| Garvey Center-RSVP office | .oor, room) | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? | |
| 15. ACCESS RESTRICTIONS YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULAT regulations call for staff acce | CION(S) ACTION Ess only | O NONE O STATE XX FEDERAL O INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDE | | |
| □ YES \$ NO | | Retain in of | fice | |
| | | | • | |
| | | | | |
| | | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE N | (UMBER | 21. DATE | |
| Jan Blodgett/County Archivist | (301) 475-7844 | • | 8/22/89 | |
| | L | | I | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE P.O. BOX | | MENT DIVISION RLOO ROAD | AGENCY RECORDS INVENTURY |
|--|--|---------------------------------------|---|
| (DGS 550-1) | JESSUP, MARYLAND 20794 | | PAGE 7 OF 12 |
| DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| St. Mary's County | Office on A | ging | RSVP/Volunteerism |
| DETINITION RECORD SERIES. | | OS NORMALLY FILED | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE | | ALL DE STAFOS | 5. EARLIEST YEAR/LATEST YEAR |
| Inactive/Dropped Volunteer File | <u>!</u> | | Ina <u>ctive</u> To |
| 6. RECORD SERIES DESCRIPTION (BR | | E TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND |
| Files for inactive and dropp contain original registration cannot participate in the prowith the program. | on form. Inactiv | led by names of t e volunteers are | those who temporarily |
| 7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM EXCLEGAL SIZE □ COMPUTER TAPE BOUND BOOK □ FLOPPY DISK | 8. RECORD SERIES SEQUENCE CIXALPHABETICAL INTERICAL CHRONOLOGICAL | | 2. VOLUME XXX FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY) |
| OTHER(SPECIFY) | OTHER(SPEC | | 10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 2" O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) OTHER(SPECIFY) |
| 11. FILE IS USED DAILY DEEKLY | XR MONTHLY | į | S INACTIVE AFTER MONTH(S) X4 YEAR(S) |
| Garvey Center - RSVP office | | | ERIES DUPLICATED ELSEWHERE? |
| 15. ACCESS RESTRICTIONS EXYES ONO (IF YES, CITE LAW(S) & REGULATION(S) ACTION regulations call for access by staff only | | 16. AUDIT REQUIREMENTS | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) YES XS NO | | 18. RECOMMENDE | p RETENTION rs after participant dropped. |
| | | Transfer to | County REcords Center and er annual report completed: |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Jan Blodgett/County Archivist | (301) 475-784 | 4 | 8/22/89 |

8/22/89

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. BO JESSUP, MARY | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTURY PAGE 9 OF 12 | |
|---|--|--|---|--|
| DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| St. Mary's County | Office on Ag | ing | RSVP/Volunteerism | |
| DEFINITION - RECORD SERIES - A GROUP | L | | AND USED AS A UNIT FOR | |
| | CE AS WELL AS RETE | ENTION AND DISPOS | | |
| 4. RECORD SERIES TITLE Station Files - Inactive | | | Inactive TO | |
| 6. RECORD SERIES DESCRIPTION (BR | IFFI Y NECCEIFF TU | TYPE OF INFORM | | |
| Files for stations currently volunteers and files for state of understanding and copies on stations created by previous new files. | tions that have b of job descriptio | een dropped. Fillons. One group of | les contain memorandum f files contains information | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| LETTER SIZE D MICROFILM | | CAL | D MICROFILM REEL(S) COMPUTER TAPE(S) | |
| MXLEGAL SIZE COMPUTER TAPE | D NUMERICAL | | | |
| BOUND BOOK DIFLOPPY DISK | CHRONOLOG | I CAL | NUMBER OTHER(SPECIFY) | |
| AUDIO TAPE D VIDEO TAPE | □ GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION | |
| OTHER(SPECIFY) | OTHER(SPEC | CIFY) | XXX FILE DRAWER(S) 1" | |
| 11. FILE IS USED | · | 12. FILE BECOME | S INACTIVE AFTER | |
| DAILY WEEKLY | EXMONTHLY | 2 D MONTH(S) X YEAR(S) | | |
| 13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) Garvey Center - RSVP Office | | 14. IS RECORD SI | ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS TYPE | S XII NO | 16. AUDIT REQUII | REMENTS | |
| (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | O NONE O STATE REFEDERAL O INDEPENDENT | | |
| | | 18. RECOMMENDE | D RETENTION | |
| □ YES Č ^{XX} NO | | Transfer to | rs after station dropped. County Records Center & Archives report is completed. | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Jan Blodgett/County Archivist | (301) 475-784 | 4 | 8/22/89 | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD | FOR EACH NEW OR RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD | | AGENCY RECORDS INVENTURY | |
|---|--|--|---|--|
| (DGS 550-1) | | | PAGE <u>10</u> of <u>12</u> | |
| DEFARMENT/AGENCY St. Mary's County | 2. DIVISION Office on Ag | ing | 3. UNIT RSVP/Voluteerism | |
| DEFINITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | E AS WELL AS RETE | INTION AND DISPOS | 5. EARLIEST YEAR/LATEST YEAR | |
| Job Descriptions | | | Active TO Inactive | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES. | | | | |
| Folders containing copies of descriptions housed in the St | | | • | |
| • | | | • | |
| | | | | |
| | | | | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| LETTER SIZE MICROFILM | XM ALPHABETIC | CAL | $X^{\overline{M}}$ file drawer(s) Define the matter of the matte | |
| SXLEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | A" COMPUTER TAPE(S) | |
| BOUND BOOK D FLOPPY DISK | □ CHRONOLOGI | CAL | OTHER(SPECIFY) | |
| AUDIO TAPE VIDEO TAPE | □ GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION | |
| OTHER(SPECIFY) | D OTHER(SPEC | :IFY) | UXFILE DRAWER(S) 1" MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) | |
| | | | O OTHER(SPECIFY) | |
| DAILY WEEKLY | ⊠XMONTHILY | | S INACTIVE AFTER MONTH(S) STXYEAR(S) | |
| Garvey Center-RSVP office | | | ERIES DUPLICATED ELSEWHERE? | |
| 15. ACCESS RESTRICTIONS Q YES | 1110 | 16. AUDIT REQUIREMENTS | | |
| | | # NONE □ STATE □ FEDERAL □ INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | | D RETENTION | |
| □ YES \$\X NO | | ketain unti. | l superceded. | |
| | | | • | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE N | UMBER | 21. DATE | |
| Jan Blodgett/County Archivist (301) 475-784 | | | 8/22/89 | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1) | DEFARTMENT OF GI RECORDS MANAGEJ 7278 WATEI P.O. BO JESSUP, MAR | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTORY PAGE // OF /2 |
|---|---|--------------------------------------|---|
| DEPARTMENT/AGENCY | 2. DIVISION | | |
| St. Mary's County | Office on | Aging | RSVP/Voluteerism |
| *************************************** | <u> </u> | | AND USED AS A UNIT FOR |
| ~~ | CE AS WELL AS RET | | |
| 4. RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR |
| Forms | | | ATION/DOCUMENTS/FORMS FOUND |
| Blank forms for monthly report | THE SERIES. | | er job descriptions, etc. |
| 7. RECORD SERIES FORMAT(S) | 6. RECORD SERIES | s sequence | 9. VOLUME |
| LETTER SIZE D MICROFILM | ® XALPHABET I | CAL | Rxfile Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) |
| EXLEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | |
| BOUND BOOK DEFLOPPY DISK | D CHRONOLOG | ICAL | NUMBER D OTHER (SPECIFY) |
| AUDIO TAPE VIDEO TAPE | □ GEOGRAPHIC | CAL | |
| OTHER(SPECIFY) | D OTHER(SPE | - - | 10. ANNUAL ACCUMULATION XX FILE DRAWER(S) |
| | | , | 6" " MICROFILM REEL(S) |
| | | | NUMBER COMPUTER TAPE(S) |
| 11. FILE IS USED | <u> </u> | 12. FILE RECOME | S INACTIVE AFTER |
| DAILY DWEEKLY | MONTHLY | 2 🗖 | MONTH(S) XX YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG., FI | OOR . ROOM) | NUMBER | ERIES DUPLICATED ELSEWHERE? |
| Garvey Center-RSVP office | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | (IF YES, SPECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS THE TEST TO THE TEST TO THE LAW (S) & REGULATION (S) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) THE YES XXX NO | | 16. AUDIT REQUIREMENTS | |
| | | 18. RECOMMENDE Retain unti | D RETENTION 1 superceded. |
| _ | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | YUMBER | 21. DATE |
| Jan Blodgett/County Archivist | (301) 475-7 | | 8/22/89 |

| EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES, FORWARD 172 PECOEDE PETENTION SCIENTS | | MENT DIVISION RLOO ROAD | AGENCY RECORDS INVENTURY |
|--|---|---|---|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 12 OF 12 |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| St. Mary's County | Office on Ag | ing | RSVP/Volunteerism |
| | | OF NORMALLY FILED | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR |
| Reference Material | | | <u>Active</u> TO <u>Inacti</u> ve |
| TI TOTAL COLLEGE PRODUCTION | THE SERIES. | INCLUDE THE PU | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES) ated to the office. |
| 7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM ** ** ** ** ** ** ** ** ** | 8. RECORD SERIES RXALPHABETIC NUMERICAL CHRONOLOGI | CAL | 9. VOLUME OMICROFILM REEL(S) I COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S) |
| OTHER(SPECIFY) | © GEOGRAPHICAL © OTHER(SPECIFY) | | 10. ANNUAL ACCUMULATION DESTRUCTION ATTEMNO OF THE COMPUTER TAPE(S) TOTHER OF THE COMPUTER TAPE(S) |
| DAILY CXWEEKLY | D MONTHLY | ^ | S INACTIVE AFTER MONTH(S) XE YEAR(S) |
| 13. CURRENT LOCATION(5) (BLDG.,FLOOR,ROOM) Garvey Center -RSVP office | | | ERIES DUPLICATED ELSEWHERE? |
| 15. ACCESS RESTRICTIONS TYPES XR NO (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS AR NONE - STATE - FEDERAL - INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) C YES XX NO | | 18. RECOMMENDE | O RETENTION |
| | | Retain until files to note | supreceded. Transfer from |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | (UMBER | 21. DATE |
| Jan Blodgett/County Archivist | (301) 475–7844 | | 8/22/89 |